

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Parish Council Meeting
Tuesday 16 January 2024 at 7.30pm
Pitchford Village Hall

MINUTES – DRAFT

- 24.1.1** The Chair welcomed all to the meeting and explained the proceedings.
- 24.1.2** **Present:** Cllr P Harrison – Chair, Cllr C Culliss, Cllr J Long, Cllr A Hotchkiss, Cllr K Faulkner, Cllr G Ball, Mrs A Morris – Clerk
Public: Mr M Price – Pitchford Village Hall, Mr A Davies and Mr R Davies – Acton Burnell residents
Apologies: Cllr G Davies, Cllr R Morgan, Cllr T Johnson, County Cllr D Morris
- 24.1.3** **Declarations of Pecuniary or Personal Interest** – none
- 24.1.4** **Minutes of Previous Meetings** – the minutes of the meetings on the following dates were accepted as a correct record:
24.1.4.1 14 November 2023
24.1.4.2 4 December 2023
- 24.1.5** **Public Session** - Mr M Price brought to the attention of the Parish Council that the bus stop at Pitchford may be in need of some remedial work to the roof and walls and the phone box needs a coat of paint. **Action: Clerk to find someone to assess Pitchford Bus stop and recommend any work required.**
The Chair brought forward discussion of item 24.1.22 planning application ref: 23/05415/FUL to the public session due to the presence of applicants Mr A and Mr R Davies. The Council supports the conversion of the 19th century barn and the works to the butcher’s shop included in the application. However, it decided unanimously to object to this application on the basis that the proposed conversion of Dutch barn 1 constitutes a new market development rather than the repurposing of a heritage asset and, therefore is in contravention of Shropshire Council’s policy not to allow new development in areas designated as “open countryside”. **Action: Clerk to draft, circulate and submit objection to planning application.**
- 24.1.6** **Shropshire Councillor’s Report** – In Cllr Morris’s absence, a report was circulated to Cllrs ahead of the meeting and included updates on Shropshire Council (SC)’s budget, plans for changes to parking fees, and the Shrewsbury Big Town Plan Partnership. Cllrs expressed concern that these plans concentrate expenditure on Shrewsbury with no provision for transport improvements in rural areas. **Action: Clerk to respond to SC budget consultation highlighting these concerns.**

Finance

- 24.1.7** The Council approved the following payments:

Account	Payee	Item	Amount £
ABFPR&L	Clerk	Nov Salary	491.98
	O2	Mobile phone	11.89
	HSBC	Bank charge	5.00
	Clerk	Dec Salary	361.98

Signed:
Date:

Chairman

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

	Clerk	Ink and postage	39.18
	HSBC	Bank charge	5.80
	O2	Mobile phone	11.89
	Unity Trust Bank	Bank charge	1.17
	Frankwell Computers	Avast Cloudcare PC antivirus	39.99
Lightsource	HSBC	Bank charge	5.00
	Unity Trust Bank	Bank charge	1.17
	HSBC	Bank charge	5.80
Total			980.85

The Clerk highlighted an incorrect date for the HSBC November bank charge on the list of payments circulated ahead of the meeting.

- 24.1.8** The Council accepted the Bank Reconciliation as presented by the Clerk.
- 24.1.9** The Council reviewed expenditure against budget year to date and approved a 98p overspend on the stationery budget line.
- 24.1.10** The Council approved payment to Clerk for 31 additional hours worked.
- 24.1.11** The Council agreed to reappoint Kathy Symonds as Internal Auditor for 2024.
- 24.1.12** The Clerk provided an update on banking matters:
- 24.1.12.1** The Council's bank account switch from HSBC to Unity Trust Bank is complete. However, HSBC did not close the Council's business manager accounts and interest has been paid into them. **Action: Clerk to retrieve these funds and close these accounts separately.**
- 24.1.12.2** The Council's Cambridge and Counties savings bond matured at the beginning of January and the Clerk has reinvested the funds and interest into a new 1 year bond paying 5.2%.

Budget and Precept 2024/25:

- 24.1.13** The Council agreed to maintain the precept at the 2023/24 level per household which will provide an income of £6,598 for 2024/25. **Action: Clerk to submit precept request form to Shropshire Council by end of January.**
- 24.1.14** The Council reviewed and approved the budget for 2024/25 as presented by the Clerk.

Clerk's Report

- 24.1.15** Report on actions from the meetings on 14 November and 4 December 2023:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
23.11.13	Cllr Morris to check with Dave Gradwell that process for Frodesley 30mph TRO will be started before end of 2023/24.		
	Cllr Morris to chase response from enforcement team on 2 outstanding cases		Action: Clerk to ask Cllr Morris to chase response again
23.11.16	Clerk to seek quotes for speed management gateways	No	Cllr Harrison has drafted tender documents. Action: Clerk to send out to get quotes for consideration at next meeting.

Signed:
Date:

Chairman

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

23.11.17	Clerk to co-ordinate with Cllr Harrison to draft letter to SC re Oaklands Lane	Yes	SC responded that someone will write to the farmer to request route is cleared.
23.11.18	Cllr Johnson to send list of unresolved Rights of Way issues to Cllr Morris to raise with responsible officer at SC.	Yes	
23.12.05 23/04725/FUL	Clerk to research planning guidance to find material considerations to support objection and draft the objection, circulate to Councillors and submit to Shropshire Council.	Yes	
	Clerk to write to Concord College Trustees to outline objections and urge reconsideration of proposed location for boarding house.	Yes	The Council received a letter from College Trustees stating that they will review siting and screening of the new boarding house.
	Clerk to submit comment on planning portal to highlight light pollution concerns and request that any exterior lighting associated with build include down lighters.	Yes	
23.12.05 23/04726/FUL	Clerk to submit neutral comment on planning portal	Yes	
23.12.05 23/04726/FUL 23/04725/FUL	Clerk to submit comments on both applications requesting detailed consideration of mitigation of traffic impacts as a result of construction works	Yes	

PC Working Documents

- 24.1.16** The Council agreed, with one objection (Cllr Long), to adopt the new Fixed Asset Management Policy as presented by the Clerk. **Action: Clerk to revise Asset Register in line with new policy for consideration at March meeting.**

Highways Matters

- 24.1.17** The Council noted that pothole repairs are ineffective, often reopening a few weeks after repair. **Action: Clerk to raise concerns with Cllr Morris and request more effective repairs.**

Cllr Faulkner noted the school bus route between Acton Burnell, Ruckley and Park Gate is not gritted. **Action: Clerk to ask Cllr Morris if this route could be added to gritting schedule**

- 24.1.18** Speed management gateways for villages – See 24.1.15

- 24.1.19** The Council acknowledged a resident's concerns regarding the erosion of verges in Pitchford. The Clerk has passed these on to SC and hopes SC responds appropriately.

Rights of Way

- 24.1.20** **Oaklands Lane** – See 24.1.15

- 24.1.21** **General Issues** – The Chair updated the Council on recent response from SC on ongoing Parish Rights of Way issues.

Signed:
Date:

Chairman

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Planning

24.1.22 New planning applications - the Council considered the following new planning applications:

Ref: 23/05455/TCA (validated 20/12/23) – consultation deadline passed

Address: Main House, Concord College, Acton Burnell, SY5 7PF

Proposal: To fell 12no. trees (T50-53, T59, T101, T132-137) (and replace T59 & T101) (as per schedule) within Acton Burnell Conservation Area

Ref: 23/05415/FUL (validated 15/12/23)

Address: Proposed Barn Conversions at Denver House, Acton Burnell

Proposal: Conversion of existing barns into 4 dwellings and installation of package treatment plant

The Council decided to object to this application, see 24.1.5.

24.1.23 Other planning notices. The Council decided to hold an extraordinary meeting on 30 January in order to discuss new application for which notification was received on 11 January:

Ref: 23/05535/FUL (validated 2/01/24)

Address: Proposed Residential Barn Conversions to the South of Acton Burnell

Proposal: Conversion of 2 barns, erection of 2 dwellings (on site of existing Dutch barns to be removed) and associated works.

Parish Matters

24.1.24 Local Policing Community Charter contract renewal - The Council agreed to retain existing priorities. **Action: Clerk to respond.**

Time, Date & Place of Next Meetings

24.1.25 Dates for next meetings, all at Pitchford Village Hall:

- Staff Appraisal Committee Meeting: 7pm on Tuesday 30 January 2024
- Extraordinary Parish Council Meeting: 8pm on Tuesday 30 January 2024
- Ordinary meeting: 7.30pm on Tuesday 12 March 2024 at Pitchford Village Hall

Post meeting note:

The date of the next ordinary meeting has been amended to 7.30pm on Tuesday 5 March 2024 at Pitchford Village Hall

Signed:
Date:

Chairman